



Staff Assistant

\$37,640 - \$48,933

Open Period: November 14, 2007 to November 28, 2007

Series & Grade: AD-0303 (Equivalent to a GS-07)

Position Information: Full-Time, Permanent

Duty Locations: 1 vacancy - Washington, DC

Who May Be Considered: Applications will be accepted from United States citizens and nationals.

JOB SUMMARY

Are you interested in joining a small, independent agency whose work touches the lives of every American citizen? The U.S. Election Assistance Commission (EAC) is dedicated to improving the electoral process to ensure that all eligible citizens have the right to vote and have their votes counted accurately. Every EAC employee is proud to be a part of a team that works together to assure that every vote counts. You will report directly to the Director of Administration be part of the team that supports the Commission's programs with financial management, human resources and information technology services. Come, join us!

MAJOR DUTIES

Assists the Director of Administration and EAC staff in getting the mission accomplished by providing administrative support work for efficient management of the office. Receives and directs callers and visitors. Provides information about EAC, its functions, activities, and personnel. Arranges displays of informational materials in the reception area.

Receives special mail deliveries, such as from a courier service, Federal Express, UPS, etc. and notifies the appropriate office for pick up.

Operates a variety of office equipment including computer, postage meter, multi-function copier and fax machine. Upon request, researches EAC-related topics online. Assembles and provides material to the appropriate staff member.

Reports phone and office equipment related problems to vendors; receives and briefs technicians when onsite; and follows up to ensure satisfactory completion of service.

Maintains EAC staff lists, conference room calendar, and contacts vendors to ensure scheduling of their services for EAC events.

Prepares travel authorizations upon request.

Qualifications:

You qualify at the GS-7 level if you possess one year of experience that equipped you with the skills needed to perform the job duties. This experience must have been equivalent to at the least the GS-6 grade level. Examples include experience performing general administrative functions such as greeting visitors; managing correspondence, records, and mail; and generating documents using Microsoft Office software.

The experience described in your resume will be evaluated and screened for qualifications requirements and the skills needed to perform the duties of this position as described in this vacancy announcement.

Education is not creditable, however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position.

You must be a U.S. citizen to qualify for this position.

You will need to successfully complete a background security investigation before you can be appointed into this position.

How You Will Be Evaluated:

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, abilities and competencies associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

1. Knowledge of general office practices, including filing, the operation of office equipment including personal computers, the proper form for typed material; and correct business English usage.
2. Skill in dealing tactfully and effectively with the public and with other EAC employees. Applicant must also possess good customer service skills (friendly, team player, ability to take oral and written instruction) as well as criticism, self starter and strong organizational skills.
3. Ability to communicate orally and in writing.
4. Ability to work independently, organize assignments with thoroughness and attention to detail, and work with frequent interruptions and under time deadlines.
5. Ability to learn the policies and procedures pertaining to the work.

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info:

<http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info:

<http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info:

<http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info:

<http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info:

<http://www.usajobs.gov/jobextrainfo.asp#FSA>

Other Information:

This job is being filled by an alternative hiring process and is not in the competitive civil service.

Payment of relocation expenses is NOT authorized.

How To Apply:

You must submit your application so that it will be received by the closing date of the announcement.

Applicants must submit an Optional Application for Federal Employment, OF 612, which is available at <http://www.opm.gov/Forms/html/if.asp>, or a resume that includes the same information. The application must include education, experience, foreign language ability and level of proficiency in reading, writing and speaking the language, current salary, date of birth, professional qualifications, and the names and contact information of three references (to be contacted only with subsequent permission of the applicant).

Submit a narrative statement responding to the knowledge, skills and abilities (KSAs) identified in the announcement. This information will be used to determine your eligibility and/or rating and is required.

What To Expect Next:

Applicants will be rated upon an evaluation of the relevance and quality of their experience, education and continuing professional development efforts as reflected in their applications and supplemental statements addressing the Knowledge, Skills, and Abilities identified. Your answers will be verified against information you provide on other forms (such as your application) and/or by reference checks. The level of education, experience, and/or training you claim must be supported in your application.

For further information regarding the U.S. Election Assistance Commission, please visit our web site at: www.eac.gov

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**Send Mail**

Send Application Materials to:
Resumes@eac.gov

**Questions?**

For questions about this job:
Sheila Banks
Phone: 202-566-3100